

# FlyLady Beginner Baby Steps



## Contents

<input type="checkbox"/> Day 1	Go shine your sink.....	. 2
<input type="checkbox"/> Day 2	Get dressed to lace-up shoes.....	. 2
<input type="checkbox"/> Day 3	Do what we have already done .....	2
<input type="checkbox"/> Day 4	Write these things down.....	2
<input type="checkbox"/> Day 5	Write down what you hear .....	2
<input type="checkbox"/> Day 6	Hot spots!.....	2
<input type="checkbox"/> Day 7	Pick out your clothes.....	2
<input type="checkbox"/> Day 8	Get a ring binder and put paper in it .....	3
<input type="checkbox"/> Day 9	Declutter a few minutes at a time .....	3
<input type="checkbox"/> Day 10	You can do anything for 15 minutes!.....	5
<input type="checkbox"/> Day 11	Add an inspirational page to your control journal.....	5
<input type="checkbox"/> Day 12	Delete all the emails from Flylady.....	6
<input type="checkbox"/> Day 13	Pick one of Kelly’s missions and do it.....	6
<input type="checkbox"/> Day 14	Read an essay that Kelly wrote .....	6
<input type="checkbox"/> Day 15	Make your bed .....	7
<input type="checkbox"/> Day 16	Read an email from Flylady.....	8
<input type="checkbox"/> Day 17	Set a specific bedtime and stick to it .....	8
<input type="checkbox"/> Day 18	Read Flylady’s Eleven Commandments .....	8
<input type="checkbox"/> Day 19	Read the testimonial.....	8
<input type="checkbox"/> Day 20	Include Laundry in your routines.....	9
<input type="checkbox"/> Day 21	Check out Ask Flylady.....	9
<input type="checkbox"/> Day 22	Where is your control journal? .....	9
<input type="checkbox"/> Day 23	Set your afternoon routine .....	9
<input type="checkbox"/> Day 24	Swish and swipe .....	9
<input type="checkbox"/> Day 25	Learn how the routines developed.....	10
<input type="checkbox"/> Day 26	Look at the bottom of any FlyLady email.....	12
<input type="checkbox"/> Day 27	What’s for dinner? .....	13
<input type="checkbox"/> Day 28	Eat good food, drink your water and get your rest .....	13
<input type="checkbox"/> Day 29	Set time to enjoy the weekly pamper session .....	13
<input type="checkbox"/> Day 30	Check your calendar for next month’s events .....	13
<input type="checkbox"/> Day 31	I am so proud of you!.....	13

## Day 1 Go shine your sink

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## Day 2 Get dressed to lace-up shoes

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Get dressed up to laces, hair and face. Shine your sink before bed.

## Day 3 Do what we have already done

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Get dressed up to laces, hair and face. Shine your sink before bed. Read news on message board.

## Day 4 Write these things down

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Put your “to dos” on a post-it note and stick it in your kitchen/bathroom. (repeat above)

## Day 5 Write down what you hear

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CONTINUE:

- *Getting Dressed to lace up shoes*
- *Keeping our sink shining*
- *Going to Big Tent and reading messages*
- *Looking at our posted reminders in the kitchen and bathroom*

Are you hearing any of those nagging negative voices popping into your head? I want you to take a piece of paper and write down what you hear then I want you to turn those ugly words around and say something nice to yourself to negate the ugly words that they said.

## Day 6 Hot spots!

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CONTINUE:

- *Getting Dressed to lace up shoes*
- *Keeping our sink shining*
- *Going to Big Tent and reading messages*
- *Looking at our posted reminders in the kitchen and bathroom*
- *Recognizing the negative voices when you hear them and changing the words to be nice to you. That is what FLYing (Finally Loving Yourself) is all about.*

Today we are going to learn about Hot Spots. We all have them. Now I want you to set your timer for 2 minutes and lets practice putting out your Hot Spot. You don't have to work till you have finished; just do what you can in 2 minutes. Put your bills in one place. This will keep you from having to search for them.

## Day 7 Pick out your clothes

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CONTINUE:

- *Getting Dressed to lace up shoes*
- *Keeping our sink shining*
- *Going to Big Tent and reading messages*

- Looking at our posted reminders in the kitchen and bathroom
- Recognizing the negative voices; change them and FLY!
- Put out your Hot Spot for 2 minutes; just pick one.

Today we are going to add a new habit to our before bed routine. Tonight before you hop in bed; I want you to pick out what clothes you are going to wear tomorrow. You can lay them on a chair, on a shelf or hook in the bathroom or on a hanger on your closet door knob.

## Day 8 Get a ring binder and put paper in it

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### Morning Routine

- Get up and get dressed to lace up shoes; fixing your hair and face
- Looking at your posted reminders in the kitchen and bathroom
- Going to Big Tent and reading messages
- Recognizing the negative voices and changing them; YOU ARE FLYing NOW!
- Put out your Hot Spots for 2 minutes

### Before Bed Routine

- Keep your sink shining
- Lay out your clothes for tomorrow
- Put out your Hot Spot (I have to do this twice a day) It makes me smile in the morning!

Today I want you to find an old three ring binder and just put some paper in it. Then at the top of one page write Morning Routine and on the top of another page write Before Bed Routine all in pencil. This is a working document; do not allow your perfectionism to interfere with the process. Now you can write your simple routines on each page.

## Day 9 Declutter a few minutes at a time

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Here is what we are already doing; Look in your Control Journal; leave the sticky notes up to help remind you. It takes us 28 days to develop a new habit. These are just BabySteps on our way to a new way of living.

### Morning Routine

- Get up and get dressed to lace up shoes; fixing your hair and face
- Looking at your posted reminders in the kitchen and bathroom
- Going to Big Tent and reading messages
- Recognizing the negative voices and changing them; YOU ARE FLYing NOW!
- Put out your Hot Spots for 2 minutes

### Before Bed Routine

- Keep your sink shining
- Lay out your clothes for tomorrow
- Put out your Hot Spot (I have to do this twice a day) It makes me smile in the morning!

Today we are going to learn how to declutter our homes a few minutes at a time with some fun tools that I know you have been wondering about from the reminders you have been reading in our emails. Making it fun will get the job done!

Add a 5 minute room rescue to your Morning Routine.

### How to Declutter

*Taking 15 minutes each day to declutter an area, using the 27-Fling Boogie, and clearing your hotspots are among some of the most powerful tools you can use to create a more peaceful home. Remember: You cannot organize clutter - you can only organize the things you love!*

*I've included my tips on how to declutter. Put your home on a diet. If this is difficult for you, try reading one of my favourite books, "Clear Your Clutter with Feng Shui" by Karen Kingston.*

- 1. When to Declutter: Decide how often you are going to declutter a zone. Do a little every day - use a timer. But be warned - this can become compulsive! Once you get started you will want to clean like a banshee! Don't burn yourself out! Only do small amount at a time. The house did not get dirty overnight and it will not get clean overnight. When you set the timer you can only do two sessions at a time. This goal may seem unattainable right now, but you can do it in little pieces. In a couple of months, the whole house will be decluttered.*
- 2. Decluttering Equipment: You will need garbage bags, boxes, magic markers, and a dust rag. Label the boxes "Give Away", "Throw Away", and "Put Away". Line the "Throw Away" box with a plastic garbage bag.*
- 3. Set your timer: for 1 hour (or 30, 15, or 10 minutes - it doesn't matter how long). Just do the job as fast as you can and do not pull out more stuff than you can put away in that length of time. This means just one drawer, one closet (or even one shelf in one closet), one magazine rack, or digging under just the furniture in the zone. Not all of them at once!*
- 4. Start at the entrance to the room: Then, work your way around the room clockwise. Do not skip a spot. Whatever happens to be next, just do it.*
- 5. Declutter Away! With boxes at your feet and dust rag in your waistband, start off by cleaning out and getting rid of the things that do not belong in this room. Put garbage in the "Throw Away" box, donations in the "Give Away" box, and stuff that goes somewhere else in the "Put Away" box. Don't worry that you do not have a place for everything right now. By the time you finish you will. That's a promise from FlyLady!*
- 6. What to declutter? Things to ask yourself as you get rid of your clutter:*
  - \* Do I love this item?*
  - \* Have I used it in the past year?*
  - \* Is it really garbage?*
  - \* Do I have another one that is better?*
  - \* Should I really keep two?*
  - \* Does it have sentimental value that causes me to love it?*
  - \* Or does it give me guilt and make me sad when I see the item?*

*Cleanse this room of everything that does not make you SMILE.*

- 7. Sing this song: "Please release me, let me go" as sung from the stuff's point of view. It needs to be loved by someone and if you don't love it - GET RID OF IT!*
- 8. Get rid of the garbage! When the "Throw Away" box gets full, pull out the garbage bag, close it, and put it in the trash can, the pickup truck, or wherever you keep your garbage. Put a new garbage bag in the "Throw Away" box and keep on Flying until the timer goes off.*
- 9. Donations: When the "Give Away" box gets full, seal it off, and put it in your car. The next time you are out, you can donate to the area thrift shop. Do not save your clutter for a yard or garage sale, you will be blessed by giving it away. The value can be deducted on your income tax. Remember you are trying to get rid of clutter - not relocate it somewhere else in your home. Now, grab another box, label it "Give Away", and get back to work.*
- 10. "Put Away" Stuff: When the "Put Away" box gets full, take the box in your arms and run around the house (good thing you have shoes on - right?) and put the items in the room where they belong. If*

*they have a place, put them there, if not put them in the room where they logically belong. By the time you have finished you will have a place for everything and everything will be in its place.*

11. *Timer Goes Off: When the timer goes off, you have to put away all the boxes, but first you have to empty them all. Go as fast as you can.*

## **Day 10 You can do anything for 15 minutes!**

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### *Morning Routine*

- *Get up and get dressed to lace up shoes; fixing your hair and face*
- *Looking at your posted reminders in the kitchen and bathroom*
- *Going to Big Tent and reading messages*
- *Recognizing the negative voices and changing them; YOU ARE FLYing NOW!*
- *Put out your Hot Spots for 2 minutes*
- *5 Minute Room Rescue (pick any room in the house) set your timer and go!*

### *Before Bed Routine*

- *Keep your sink shining*
- *Lay out your clothes for tomorrow*
- *Put out your Hot Spot (I have to do this twice a day) It makes me smile in the morning!*

We have already been using our timers for 2 minutes and now 5 minutes. Today we are going to learn the power of just 15 minutes. You can do anything for 15 minutes. This is all about getting started and giving ourselves permission to stop when the timer goes off. You cannot restart the timer either. This is not a race to finish in 15 minutes either! The timer helps to keep us focused on what we are doing.

Now set your timer for 15 minutes and go gather up all the trash you can find to throw away and put it in the garbage can outside. Then set your timer for another 15 minutes and sit down and put your feet up and read a favourite magazine till the timer goes off.

## **Day 11 Add an inspirational page to your control journal**

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### *Morning Routine*

- *Get up and get dressed to lace up shoes; fixing your hair and face*
- *Looking at your posted reminders in the kitchen and bathroom*
- *Going to Big Tent and reading messages*
- *Recognizing the negative voices and changing them; YOU ARE FLYing NOW!*
- *Put out your Hot Spots for 2 minutes*
- *5 Minute Room Rescue (pick any room in the house) set your timer and go!*
- *15 Minutes Decluttering each day. You can't Organize Clutter!*

### *Before Bed Routine*

- *Keep your sink shining*
- *Lay out your clothes for tomorrow*
- *Put out your Hot Spot (I have to do this twice a day) It makes me smile in the morning!*

Today we are going to add another page to our Control Journals. We are going to call this our Inspirational Page. On this page I want you to spend 15 minutes writing down some of your favourite inspirational phrases. Some of mine are; You can do anything for 15 minutes, Housework done incorrectly still blesses your family and You can't organize clutter; you can only get rid of it. I know you have others that you love. Use this page as a place to write them down when you see something that touches your heart.

## Day 12 Delete all the emails from Flylady

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*Check your Morning Routine in your Control Journal*

*Check your Before Bed Routine in your Control Journal*

Keep the sticky notes up to help remind you to look at your Control Journal. Can you believe that you have been FLYing for 12 days? I am so proud of you! BabySteps will get you there.

You have your basic routine started and these are what you do for now. Do not try to do too much too fast; you will just crash and burn. Continue to take BabySteps to build your Control Journals. Do not allow your perfectionism to take over. We are building our routines and our Control Journals one habit at a time.

Today I want you to delete from your inbox all the emails from FlyLady. Now don't cringe. They will all come back around and I write something new every day.

## Day 13 Pick one of Kelly's missions and do it

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*Check your Morning Routine in your Control Journal*

*Check your Before Bed Routine in your Control Journal*

Today I want you to find one of Kelly's Missions and go and do it. They are fast and easy! This is going to introduce you to how we break our home into zones so that we never have to spring clean again. [http://flylady.net/pages/FlightPlan\\_Missions.asp](http://flylady.net/pages/FlightPlan_Missions.asp)

Here is what we are doing so far. We are practicing our Morning Routines, decluttering for 15 minutes a day and doing our Before Bed Routines.

## Day 14 Read an essay that Kelly wrote

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*Check your Morning Routine in your Control Journal*

*Check your Before Bed Routine in your Control Journal*

There is tons of information on our website. I do not want you to get confused. Today I want you to go read an essay that Kelly wrote. Most of us are calendar challenged. Kelly has a way of making it so easy for us to understand. [http://flylady.net/pages/FLYingLessons\\_UsingCalendar.asp](http://flylady.net/pages/FLYingLessons_UsingCalendar.asp) (below)

### ***Essay: Kelly's Guide on How to Use a Calendar***

*Dear Friends:*

*One of the biggest tools that you can have in your journey to PEACE is a calendar. It doesn't matter what kind, it can be a wall calendar, a planner, whatever as long as you have one.*

*One of the first things that we tell you to do when starting our system is to establish routines and a basic weekly plan, this is why we had all of you go through the control journal exercises in the past few weeks. A calendar is the next step towards FLYing. A calendar should be a tool that keeps you and your family informed as to what is going on in your lives. If you are using a personal planner I still recommend that you have a family calendar that is located in a central location of your home so that all family members can see what is going on. This is what will save you from forgotten games, events, appointments and...disappointments!!! Your family counts on you to keep them going, using a calendar will help not only you but all of your family as well.*

*Once you have established routines and a basic weekly plan, you know that you are to sit down once a week to plan the next week, we call this desk day. This is the day that you look at your calendar to see what is happening the following week for your family.*

*The kicker is that if you don't have a calendar, than you have to rely on your memory to tell you what is going on for next week, well I think we all know how well that works! LOL!*

So how do you use a calendar?

*Family Events: Take the time to sit down and fill in birthdays and general information that is consistent for your family; this will save you from ever forgetting a birthday or anniversary again! This is where you look at your calendar on desk day to see if there any cards or packages that you need to buy and or mail.*

*Schedules: When you receive a schedule of events from anything that a family member participates in FILL IT IN ON YOUR CALENDAR IMMEDIATELY!! Examples are : school calendars, sports schedules, boy scouts, dance classes, church schedules, etc. When you get them write them down! Don't leave those schedules in a hotspot or the car! If you absolutely can't write them down that minute than take a paper clip and clip it to your calendar or put it in the pocket of your calendar to pull out and enter the information on the calendar when desk day comes around. This will allow you to know what events you can and cannot attend because you will be able to see if you have a schedule issue.*

*Invitations: When you receive an invitation in the mail DON'T throw it in a hotspot or a pile of mail. First ask yourself if you want to go to the event, if you do than go to your calendar and see if the date is a good one for you or the person that has been invited. If you have looked at your calendar and know that you can attend, you write it down immediately! If the invitation requires an RSVP than take care of that right away. (By the way if you don't want to go to the event or it is something that doesn't work into your schedule then RSVP if required or throw the invitation away!)*

*Appointments: When you schedule an appointment for Doctors, dentists, barbers, whatever, look at your calendar FIRST! Then after you have scheduled them WRITE the appointment down so that you will not schedule yourself into a conflict. When you are using a basic weekly you will have a day that is more convenient for running around. Try to set up most of your appointments on your errand day, you can make this decision.*

*Some calendars and planners come with stickers that save time and space by having them with pictures and/or words that you can help use to schedule things. If you have those USE them. They are little tools to assist you in your planning. If you have a sticker that says Dentist: than use it than you only have to write in the name of the person that is going to the dentist and the time, the sticker will tell you that it is a dentist appointment. Visual aids that will help you!!!! Colored pens, stickers, hi-lighters. Be creative!*

*Ask any Born Organized person that you know, they use calendars, planners and even the electronic date keepers. If you want to really FLY, using a calendar is a must! As I said before, it can be whatever calendar you choose: The wall calendar, a pocket planner, a desktop calendar, it does not matter as long as you use it!!!!*

*We want you to FLY! We promise that using a calendar will help you to FLY! Be consistent and dedicated about this and it will work for all of you!*

## **Day 15 Make your bed**

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*Check Your Control Journal Every Morning and Evening*

You are starting on our third week of FLYing. Each day you are going to your Control Journal and using your sticky notes to remind you along with the reminders that you are getting in our inbox. Our habits are coming along nicely and we are seeing changes in our attitudes and our homes.

On our new week of FLYing you are going to add making your bed to your morning routine. If you will do this as soon as your feet hit the floor you are less likely to forget it.

## Day 16 Read an email from Flylady

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*Check Your Control Journal Every Morning and Evening*

Today I want you to look in your inbox for an email from me. It can be a Morning Musing, a testimonial or an essay. Just take a few minutes and read over it. You never know what I am going to discuss. You can also go directly to Big Tent and read the messages.

## Day 17 Set a specific bedtime and stick to it

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*Check Your Control Journal Every Morning and Evening*

Today I want you to think about what time you are going to bed each night. Set a specific bed time and stick to it. You need your rest. Put this on your Before Bed Routine.

## Day 18 Read Flylady's Eleven Commandments

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*Check Your Control Journal Every Morning and Evening*

Did you know that we have Eleven Commandments? You may want to print these out or write them in your Control Journal. [http://flylady.net/pages/FLYingLessons\\_11commandments.asp](http://flylady.net/pages/FLYingLessons_11commandments.asp)

### *FlyLady's Eleven Commandments*

- 1. Keep your sink clean and shiny.*
- 2. Get dressed every morning, even if you don't feel like it. Don't forget your lace-up shoes.*
- 3. Do your morning and before bedtime routine every day.*
- 4. Don't allow yourself to be sidetracked by the computer.*
- 5. Pick up after yourself. If you get it out, put it away.*
- 6. Don't try to do two projects at once. ONE JOB AT A TIME.*
- 7. Don't pull out more than you can put back in one hour.*
- 8. Do something for yourself every day, maybe every morning and night.*
- 9. Work as fast as you can to get the job done. This will give you more time to play later.*
- 10. Smile even when you don't feel like it. It is contagious. Make your mind up to be happy and you will be.*
- 11. Don't forget to laugh everyday. Pamper yourself, you deserve it.*

## Day 19 Read the testimonial

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*Check Your Control Journal Every Morning and Evening*

Here is another inspirational testimonial that is the first page of my book, Sink Reflections. Your home can be this too. You are taking the BabySteps to get you there.

<http://flylady.net/pages/TimeFLYs.asp#thing1>



## Day 20 Include Laundry in your routines

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*Check Your Control Journal Every Morning and Evening*

Include laundry in your morning and evening routines; this makes getting up and getting dressed much easier. Laundry doesn't take long to do when we don't procrastinate about one of the five steps: Sort, wash, dry, fold and put away. It only takes a few short minutes. When you include laundry in your routines everyone is blessed. Nothing says I love you more than clean underwear!

## Day 21 Check out Ask Flylady

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*Check Your Control Journal Every Morning and Evening*

Today I am going to show you something else on our website. Each day(Monday-Friday) our WebDude Lee puts up an Ask FlyLady Question and I answer it. <http://flylady.net/pages/askflylady1.asp>

## Day 22 Where is your control journal?

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*Check Your Control Journal Every Morning and Evening*

Have you been procrastinating about building your Control Journal? I know that perfectionism can rear its ugly head and keep us stuck. If you just can't seem to get yours together; I have made one for you. It is in our FLY Shop [http://flylady.net/pages/FlyShop\\_CJ.asp](http://flylady.net/pages/FlyShop_CJ.asp)

All the BabyStep directions are on the website too. Just click on the link underneath FlyLadys feet.

<http://flylady.net/pages/cjmain.asp>

## Day 23 Set your afternoon routine

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*Check Your Control Journal Every Morning and Evening*

Today we are going to add another routine to our day. I like to call this our get home from work routine or get home from school. Whatever you name it; it is your afternoon routine.

Make a new page in your Control Journal for your Afternoon Routine. As with any of your routines; you will have to adapt to fit your family. Your Control Journal is your guide for BabyStepping your way through you day.

## Day 24 Swish and swipe

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*Check Your Control Journal Every Morning, Afternoon and Evening*

One of the things that make our home always ready for company is the fact that our main bathroom is clean. Each morning as part of my Morning Routine I do something I call a Swish and a Swipe. This means I swish the toilet with a toilet bowl brush and I wipe down the counter tops and sink with a rag and put away all the things I have gotten out. This takes all of two minutes to keep our bathroom ready for anyone.

Add Swish and Swipe to your Morning Routine

## Day 25 Learn how the routines developed

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*Check Your Control Journal Every Morning, Afternoon and Evening*

You have only been doing your routines for 25 days now. I am so proud of you! Keep in mind that you are not ever going to be perfect and we don't expect you to be. In fact we don't even like that "P" word. Right now you have your routines written down in your Control Journal. It will help you to practice them each day. These habits are not automatic yet; so you are still going to have to use your Control Journal, sticky notes and our reminders to help you establish your habits. Another tool you have is your calendar and stickers. We love giving ourselves a sticker when we are establishing a habit. I know that I have thrown a lot at you in the last 25 days but don't give up now. Every time you do your routine you are one step closer to developing your habit and running on automatic pilot. Today I want you to read how I started developing my routines one habit at a time. It took me several months to do this and here I am expecting you to get it in four weeks. Well here is the deal; I don't expect you to do this in one month. Be nice to yourself and don't beat yourself up. Your consistent BabySteps will get you there. [http://flylady.net/pages/WhyFly\\_PersonalTest.asp](http://flylady.net/pages/WhyFly_PersonalTest.asp)

Now go give yourself a gold star for doing your Morning Routine.

*FlyLady's Personal Testimonial - December 25, 1999*

### ***It won't happen overnight.***

*As the end of the year is drawing near, I find myself reflecting on the past year. Last Christmas, I was a newbie to the board (SHE's in Touch). My experience had been with the 3X5 card system that Pam & Peggy developed back in 1977. A year prior I had found the website, by doing a search for Pam and Peggy. I stopped posting after a couple of days. Last year when I found the website again, I got hooked. My cards were filled out and I sat them on the counter and didn't open the box. Then I decided to just **change one little thing** about my life. So I wrote out a goal of keeping my Kitchen Sink clean and Shiny. That was all I wanted to accomplish. Much to my surprise, I got several extra benefits. Because of wanting to keep my sink clean, I unloaded my dishwasher so I could stash dirty dishes. With the sink clean, I wanted the counter to be clean too. Then when I cooked, I cleaned as I prepared the food. This was all the first month of the year. How could I top that?*

*My next goal was to not pile my **dirty clothes** on a chair or in the bathroom floor. I watched my Dear Husband. When he got home he hung up his clothes. When they were dirty he would put them in a basket in the closet. He had a basket for colored and one for whites. He would sort as he discarded them. Then I watched him take off his socks, he would turn them right side out. I knew when I did laundry that his socks never needed to be turned. Mine always did. After a month of putting my dirty clothes where they belong, I had quit piling my clothes on the chair, cedar chest, and the floor. Our bedroom looked great. Also the laundry was being done when there was a basket full. I had extra benefits from this goal too. Clean bathroom, (no clothes on the floor), a clean bedroom, (no clothes lying on the furniture), I was getting a system for doing the laundry, and my socks were right side out! What could be better?*

*The March goal was to do my **before bed routine**. This was the best gift of all. Every night I would take 15 minutes and pick up and put away everything that was out of place. Even if it didn't have a place, I would put it out of sight. With this simple task our house would look nice all the time. You have to remember that I was not doing my cards. I had a list of things to check before I went to bed. This list did not include personal hygiene, only home care chores. The extra benefits from this goal was a house that looked clean all the time. Even though it was dirty underneath. I also could not go to bed without doing this routine. Another benefit was I started to see islands of clutter that I would clean, because my home was looking nice and I wanted it to look better.*

In April, my goal was to do my **daily home care chores**. Now you have to realize that I was not doing daily chores or weekly, but our home was beginning to take shape. I had a routine and I was doing it everyday. So I developed a morning routine that addressed everything that I needed to do. Personal grooming as well. I made my list in the order that I wanted to do them. As I proceeded down the list I would check off everything that I had done. I also had a check list of all the chores that I wanted to make sure got done. I did this every morning. The extra benefit was my house was getting cleaner and I was only doing 15 minutes at night and 30 minutes in the morning. I was dressing every morning and putting on my shoes. Our home was so clean that I didn't see the need to do Weekly chores. LOL. But I felt bad that I was not vacuuming until I could not stand it any more. I still had those small areas that were bothering me, but I was clearing them out one at a time.

May's goal was to do my **weekly chores**. To do this I needed a cleaning day, so I set up my weekly plan. Monday was cleaning day, Tuesday was my free day, Wednesday more cleaning, Thursday was errand day, Friday was office day and a special day to be romantic toward my Sweet Husband. I divided the cards into cleaning, errands and other things that needed to be done each week. I did my weekly cleaning chores every Monday and I followed my weekly plan. The extra benefit was I set up my zones and started to do them, too. With the zones set up, I started to clean with a purpose, one area at a time. The house was becoming a home, I was working the plan and the plan was working for me. I was proud of our home. DH was loving it too. In the mean time my friends on the board were helping me to stay on track. When I shared with them what I was doing, that I had set up routines, weekly plans and zones, I offered downloadable copies to anyone that would e-mail me. I sent out over 100 copies. It was helping me to help them.

During June, my routines were set in stone. All I had to do was tweak them just a little. I added personal hygiene to my before bed routine, along with laying out my clothes. My morning routine only needed minor adjustments, such as check book balancing (subtracting the checks from the balance) and a morning meditation. **I had come a long way in 6 months.** I was feeling very proud.

The first 6 months of the year was tough for my family. My mother had another stroke and I had to go to court to get permission to handle her affairs. In July the Judge granted that petition and I moved Mother to NC to be near me. I had been keeping my home clean as well as doing my new job of county commissioner, working 30 to 40 hours a week and I was still keeping my head way above water. **I had even surprised myself. It was easy.**

July and August were crazy. Several trips to Tennessee to clean out mother's home, so we could sell it. And I flew to Portland to the First SHE Conference. It was wonderful getting to meet all of my old friends from the board. My routines were still working for me. Our home was clean even without me being home. Does that tell you something about who was messy in my house? Not my DH. During August I offered to help find mentors for newbies on the board. Last count there were 50 pairs of mentors and newbies. This helped many people learn about the system.

During September and October, **my routines were the glue that held my life together.** My home was spotless, all the clutter was gone, except for the garage. I had systematically removed all the clutter without killing myself. How had it happened? It was the zones that helped me to focus on that area. Toward the end of each month, I would make a list of everything that was bothering me in our house. Then I would divide it into my zones. Putting things to buy on my errand day and house chores on my cleaning day and appointments for household repairs to be made on my desk day. At the end of a month, my home was better, because I had done the things on my to do list.

November was Thanksgiving, and I had all our family here. My house was perfect so I didn't have to kill myself cleaning to have people over. I did hire a friend to help organize my craft closet and sewing room. Now the cooking was all that needed to be done. I used the same system. I made a list of everything that I needed to have a great meal and the menu. Then divided the list into errand/grocery day, home chores, things to cook ahead and other things to buy. I even made

appointments for my oven. So I would not be rushed. The whole day was wonderful. Best of all I was relaxed. I wonder how that had happened. It was the system that Pam and Peggy had taught me and for the last few months I had been doing what I was supposed to. The routines had become a part of my life, as important as brushing my teeth and taking a bath. I could not begin my day without doing the things on my list. I didn't even have to look at my list anymore. I was on automatic pilot.

Since Thanksgiving, **our home has stayed in great shape**. I realized the key was putting things away when I finish with them. That was my goal for December. To pick up after myself. You would be so surprised at the effect it has had on the total time that I spend doing my morning and before bed routines. It is almost like they do themselves.

This last year has been the beginning of my new life as a Learned Organized SHE. This doesn't mean that I don't get sidetracked anymore, it means that if I do, I have the time to take a side road and before you know it, I am back on my regular path, without the guilt that used to accompany a trip into sidetracked land.

By telling this story, I hope that I can impress upon you that **this is not an overnight fix**. We have been sidetracked all of our lives. We have to take one habit at a time and build on what is working. What worked for me may have to be altered to fit your family, but there are a few things that will remain the same. You have to get up and get dressed every day, do your morning routine and your before bed routine. All the while keeping your kitchen clean and your sink shiny. I want for you what Pam and Peggy's system has given to me, Peace of mind, Pride in my home, and a passion for living.

The last three weeks have started you on your new path to Learned Organization. Some of you have found that it is working, while others still need to jump in and do the simple things and quit making excuses. Next week we will start. 1999 is lost forever, 2000 is in our near future. **We have to forget about the things we haven't done and focus on what we can do today.**

Here is to wishing you a productive New Year!  
FlyLady

## Day 26 Look at the bottom of any FlyLady email

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*Check Your Control Journal Every Morning, Afternoon and Evening*

It takes us a month to establish a habit. I set it up this way because I knew that I would miss a day here and there and I didn't want to throw the baby out with the bath water. That was how I had always done it with my perfectionism. If I missed a day I gave up; well I factored in this part of our personalities into our FlyLady system. This is why we take a whole month to establish one habit.

Today I want you to go look at the bottom of any email that I have sent out. The first sentence is what I want you to look at and incorporate into you FLYing!

## Day 27 What's for dinner?

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*Check Your Control Journal Every Morning, Afternoon and Evening*

Today I want you to think about what you are fixing for dinner before 6:00 pm rolls around. You can do it as part of your before bed routine for tomorrow or as part of your morning routine for today. Write this in your Control Journal.

WHATS FOR DINNER?

## Day 28 Eat good food, drink your water and get your rest

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*Check Your Control Journal Every Morning, Afternoon and Evening*

Many times when we can't seem to get going it is because we are not taking care of ourselves by eating right, drinking our water or getting enough sleep. As part of your routines I want you to remind yourself to eat good food, drink your water and get your rest.

## Day 29 Set time to enjoy the weekly pamper session

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*Check Your Control Journal Every Morning, Afternoon and Evening*

We have worked very hard this past month. I hope that you have become familiar with our email FLY Washing system and you are seeing some progress in your home. It took me nine months of building my routines one habit at a time to get our home running on automatic pilot. Please do not beat yourself up over this. Anything you do today is better than it used to be! Celebrate each accomplishment and enjoy the process. Before you know it you will be having more time for the things that you love to do.

Right now I want you to look at the bottom of our homepage and find the weekly Pamper Mission and read it. Then think about when you are going to do it. You may have to put it on your calendar to really make it happen.

## Day 30 Check your calendar for next month's events

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*Check Your Control Journal Every Morning, Afternoon and Evening*

Look at your calendar for next month. Does anyone have a birthday? We forget to send cards and purchase gifts. Put this on your errand list so you can to buy cards and gifts on your errand day. To learn more about a Basic Weekly Plan; <http://flylady.net/pages/FLYFaq.asp#weeklyplan> You don't have to start doing it yet. Just think about it.

## Day 31 I am so proud of you!

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*Check Your Control Journal Every Morning, Afternoon and Evening*

Don't get bogged down by wanting to know everything about our system. As your clutter goes away you will find that you will have time to do the zone detailed cleaning, weekly home blessing hour and some of the fun things we do in our email and on the website. You don't have to see the top of the staircase to take the first step or the 30th step; you just need to keep FLYing!

I am so proud of you!